

Department of Public Safety
Division of Rental Permits
Town Hall · 100 Main Street
Huntington, NY 11743-6991



Phone: (631)351-3008
Fax: (631)351-7160
Public_Safety@HuntingtonNY.gov

RENTAL PERMIT APPLICATION

FOR ALL SINGLE FAMILY, TWO-FAMILY AND MULTI-FAMILY HOMES, APARTMENT COMPLEXES, CONDOS, TOWNHOUSES, OR OTHER RENTED DWELLINGS IN WHICH THE OWNER DOES NOT LIVE ON THE PREMISES AND THERE IS NO HOMEOWNER'S ASSOCIATION OR PROPERTY MANAGEMENT OFFICE ON SITE

Property Information

Property Address: _____

Suffolk County Tax Map (see tax bill): **0400** - -

Type of Rental: (check one)

- | | |
|-------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> One Family Dwelling | <input type="checkbox"/> Apartment Complex (#Units _____) |
| <input type="checkbox"/> Two Family Dwelling | <input type="checkbox"/> Townhouse |
| <input type="checkbox"/> Multiple Family Dwelling (# Units _____) | <input type="checkbox"/> Condominium |
| | <input type="checkbox"/> Mixed-Use Buildings (#Units _____) |

Other: _____

Owner Information

☐ Individual ☐ Corporation ☐ Partnership ☐ Trust ☐ Other: _____

Property Owner's Name (Individual): _____

Business Name/Corporation Name: _____

Owner's Mailing Address: _____

E-Mail: _____ @ _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

If any owner permanently resides outside the County of Suffolk, they must designate an agent to receive service of process and designate a responsible local party or agent for purposes of notification in the event of an emergency

Person Responsible for Maintenance of Property

☐ The owner listed above is responsible for maintenance & management of the above-described property

Name of Property Management Company: _____

Name of Property Manager/Agent: _____

E-Mail: _____ @ _____ Phone: _____

Designated Agent

☐ The owner listed above resides in Suffolk Country and does not require a designated agent

Name: _____

Address: _____

E-Mail: _____ @ _____ Phone: _____

UNIT DESCRIPTION

Please complete this sheet per unit

For a one-family home, this sheet is all that is required. If the rental property has multiple units i.e. two-family dwelling, apartment complex, etc. you must complete one of these sheets per unit. Additional sheets may be found in the Rental Office, or online at www.tohrentalpermits.com

Unit: _____
(Unit 2, Apartment 3B, etc.)

☐ Not applicable, this is a single family dwelling

Please complete the below table with the number of rooms on each level of this unit

Rooms	LIVING ROOM	DINING ROOM	KITCHEN	FAMILY ROOM	REC. ROOM	BEDROOM	FULL BATHS	HALF BATHS	OTHER
Level 1									
Level 2									
Level 3									
Basement									

Please complete the below table with the bedroom details on each level of this unit

LEVEL 1	SQ. FT.	# OCCUPANTS	LEVEL 2	SQ. FT.	# OCCUPANTS	BASEMENT	SQ. FT.	# OCCUPANTS
BEDROOM 1			BEDROOM 1			BEDROOM 1		
BEDROOM 2			BEDROOM 2			BEDROOM 2		
BEDROOM 3			BEDROOM 3			BEDROOM 3		
BEDROOM 4			BEDROOM 4			BEDROOM 4		

Please include any additional areas used by the occupants/include any information that exceeds the boxes above:

Submitting an Application

When applying for a rental permit, the following information must be submitted **along with the application**:

1. **Deed** – a copy of the latest recorded deed showing the liber and page numbers
2. **Survey and/or Site Plan** – the latest survey of the property **or** a plot schematic showing size and location of the lot and all buildings, structures, decks, pools, walks, driveways, and other physical features of the premises. If you are submitting an application for an apartment complex, mixed-use building, etc. you may submit a site plan versus a survey
3. **Government Issued Proof of Residency** – each owner and/or designated agent needs to submit with picture ID (driver's license, passport, etc.) and a contact number
4. **Carbon & Smoke Detector Affidavit** – must be completed and submitted with your rental application
5. **Floor Plans** – Floor plans drawn to scale of the entire dwelling, building, etc. showing all rooms, labeled, with dimensions and using a straight edge. Mark all doors and windows and show locations of smoke detectors and carbon monoxide detectors. Graph paper is acceptable, as long as floor plans are clear and legible. Samples are provided. **Note: floor plans are required for the rented dwelling units only.**
6. **Building Permits & Certificates of Occupancy** – The following list, including **but not limited to** those described below require Town of Huntington issued building permits and certificates of occupancy. If you do not have building permits or certificates of occupancy, you will need to obtain them from the Department of Engineering Services.

- Dwelling Additions
- Finished Basements
- Finished Attics
- Pools
- Elevators

- Garage Conversions
- Decks (8 inches above grade)
- Exterior Second-Story Decks and Stairways
- Interior Alterations (Room Reconfiguration)
- Ramps

If you would like further information regarding when building permits are needed, please see the Town of Huntington "When You Need a Building Permit" pamphlet located in the Building Department, or speak to someone in Engineering Services

Scheduling an Inspection

Please mail/bring your application along with all required attachments to the Rental Division at Huntington Town Hall. The application and required documents will be reviewed to make sure everything is complete before scheduling an inspection.

Pursuant to the § 160-26(D)(2) of the Huntington Town Code, a pre-requisite to obtaining a rental permit is to have an inspection conducted by a Town of Huntington Code Enforcement Officer, a licensed professional engineer, a registered architect, or a New York State Certified Code Enforcement Official. They must sign the enclosed Certification attesting that the property is in compliance with all applicable provisions of the Huntington Town Code, the Suffolk County Sanitary Code, and the New York State Building, Residential and Property Maintenance Codes. **If you choose to hire a third party to complete the required inspection, the licensed professional must complete the Town of Huntington Inspection Report. Photos of the exterior of the property must be taken and submitted with the inspection report. The inspection report may be obtained by contacting us at (631)351-3008, or online at www.tohrentalpermits.com**

Payment Schedule

New Application: \$75.00
Renewal Application: \$25.00
Permit Fee for two year term: \$475.00

ALL CHECKS/MONEY ORDERS SHOULD BE MADE PAYABLE TO THE TOWN OF HUNTINGTON

☐ CHECK ☐ CREDIT CARD ☐ MONEY ORDER AMT. PAID _____ CHECK/MONEY ORDER # _____

Pursuant §160-26(D)(2) of the Huntington Town Code, a prerequisite to obtaining a rental permit is to have an inspection of the property conducted by either a Town of Huntington Code Enforcement Officer, a licensed professional engineer, a registered architect, or a New York State Certified Code Enforcement Official who must sign the enclosed Certification attesting that the property is in compliance with all applicable provisions of the Huntington Town Code, the Suffolk County Sanitary Code, and the New York State Building, Residential and Property Maintenance Codes.

Please make your selection below:

_____ I am submitting a Certification for a licensed professional engineer, a registered architect or a NYS Certified Code Enforcement Official

_____ I am requesting an inspection to be performed by a Code Enforcement Official from the Town of Huntington. I understand if I do not show up for my scheduled inspection I may be subject to a rescheduling fee _____
Initial

DECLARATION OF APPLICANT

State of New York)
County of Suffolk) ss.:

I/We, _____ and _____ certify under penalty of perjury, that I/we am/are the _____ lawful owner(s) or _____ managing agent of the property for which a rental permit is requested, and that:

- (1) The statements made in this application (including statements made in accompanying papers) and all documents submitted with the application (including surveys and plans) are true and accurate to the best of my knowledge and belief; and
- (2) There are no existing safety or health code violations of the Code of the Town of Huntington or of the Building, Residential and Property Maintenance Codes of the State of New York on the property; and
- (3) I do not have any knowledge of any complaints from tenants, neighbors or others concerning the condition or current use of the property; and
- (4) I understand and acknowledge that in no instance shall the filing of this application and payment of fees be construed as to exonerate the owner or managing agent of responsibility for compliance with all applicable local, county, state or federal laws, rules and regulations; and
- (5) I agree to abide by the provisions of Chapter 124 (Housing Standards and Property Maintenance) and Chapter 160 (Registration and Permitting of Property) of the Huntington Town Code and understand that I can request a copy of these provisions, or I can access the Town Website at www.huntingtonny.gov, and link to "Government" on the main menu, then link to the Town Code as provided in that section; and
- (6) I have had a full opportunity to review the application and submissions, and am making these statements and representations with full knowledge that the Town of Huntington is relying on my statements and submissions as a basis for the issuance of a rental property permit.

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR PURSUANT TO §210.45 OF THE NEW YORK STATE PENAL LAW AND DEEMED A VIOLATION OF CHAPTER 160 OF THE HUNTINGTON TOWN CODE

SIGNATURE DATE

PRINT NAME

Sworn to before me this _____
day of _____, 20 ____

Notary Public

SIGNATURE DATE

PRINT NAME

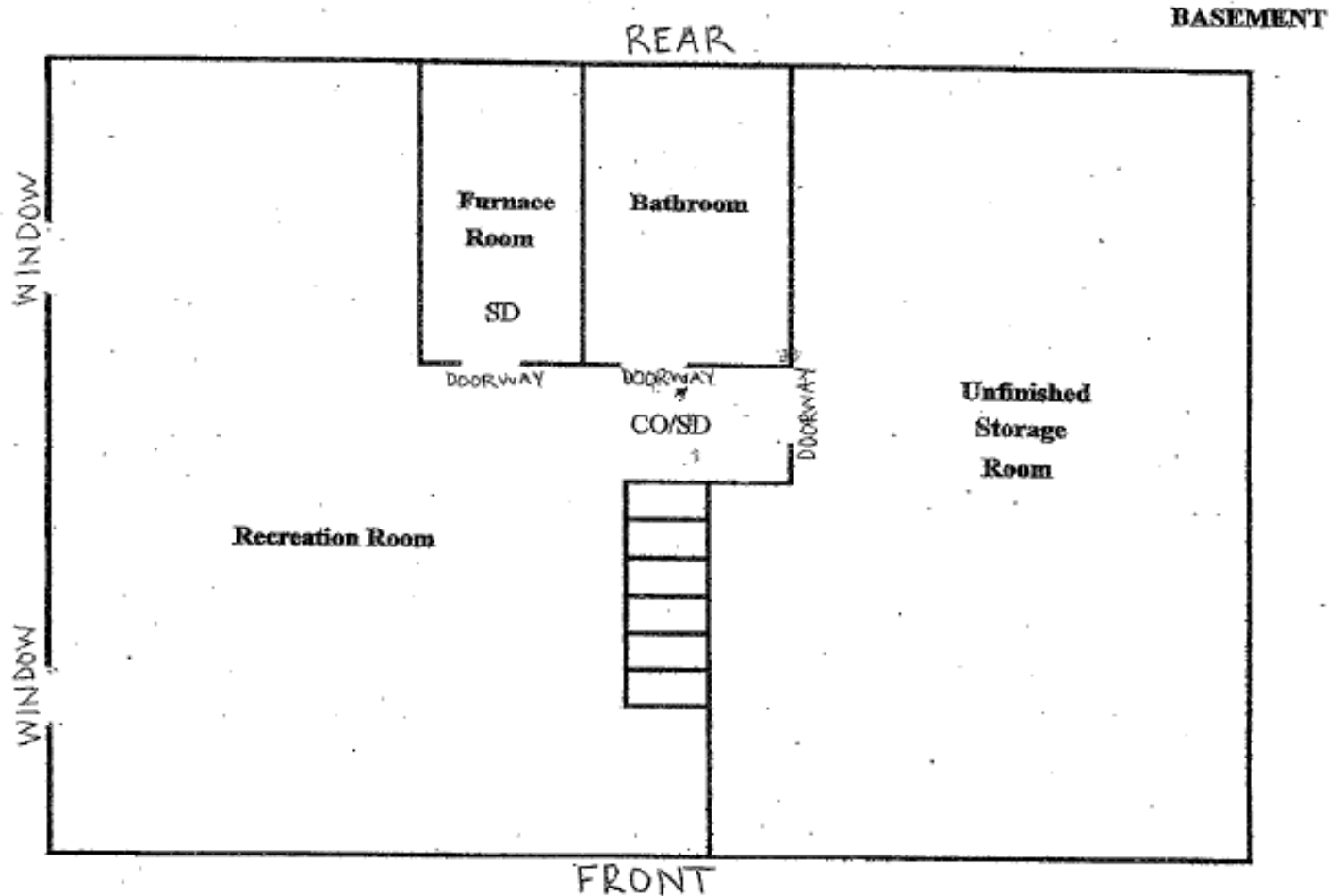
Sworn to before me this _____
day of _____, 20 ____

Notary Public

SAMPLE FLOOR PLAN

Owner: John Smith

Address: 100 Main Street, Huntington, NY 11743



****BEDROOM DIMENSIONS AND SQUARE FOOTAGES MUST BE INDICATED****

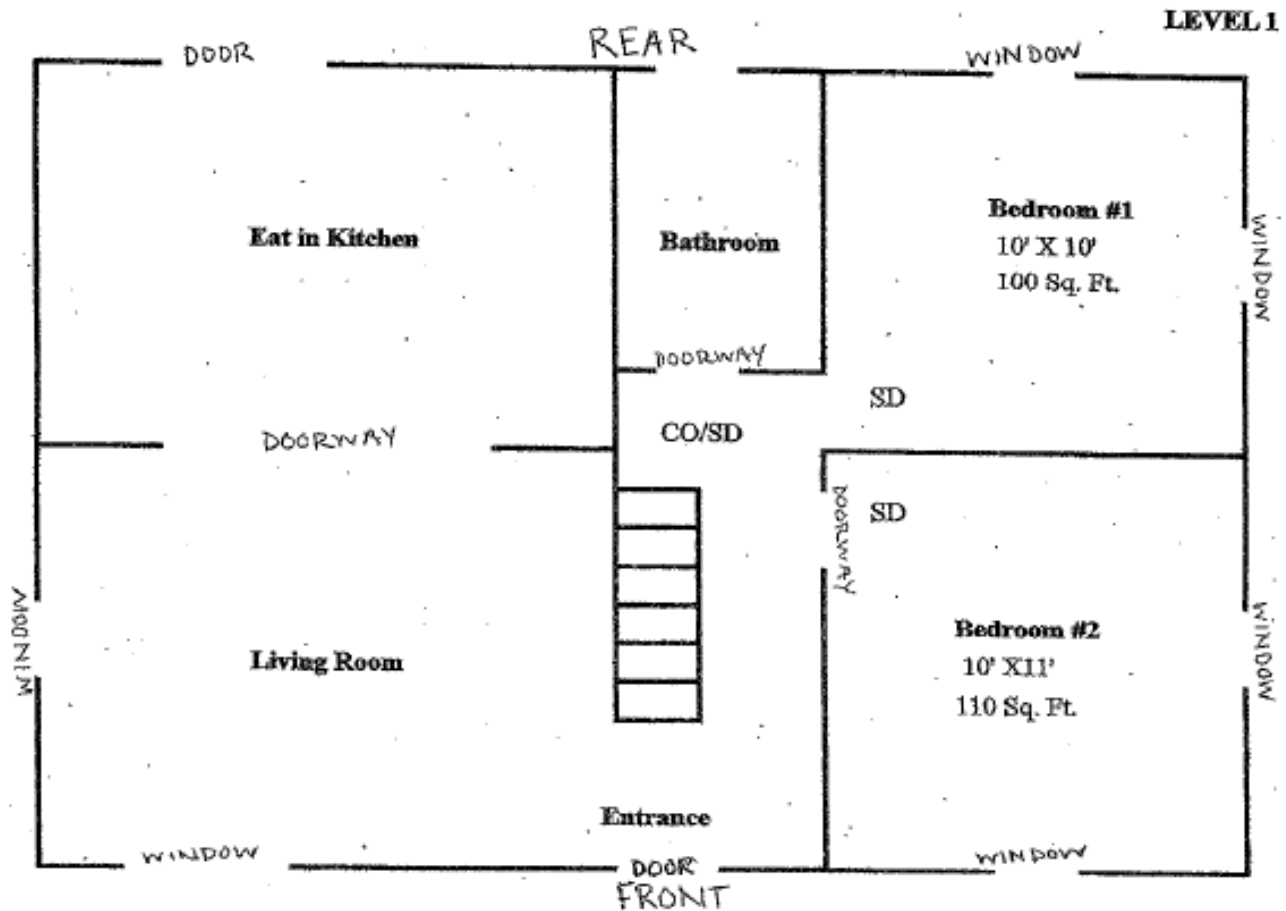
CO = Carbon Monoxide Detector Locations

SD = Smoke Detector Locations

SAMPLE FLOOR PLAN

Owner: John Smith

Address: 100 Main Street, Huntington, NY 11743



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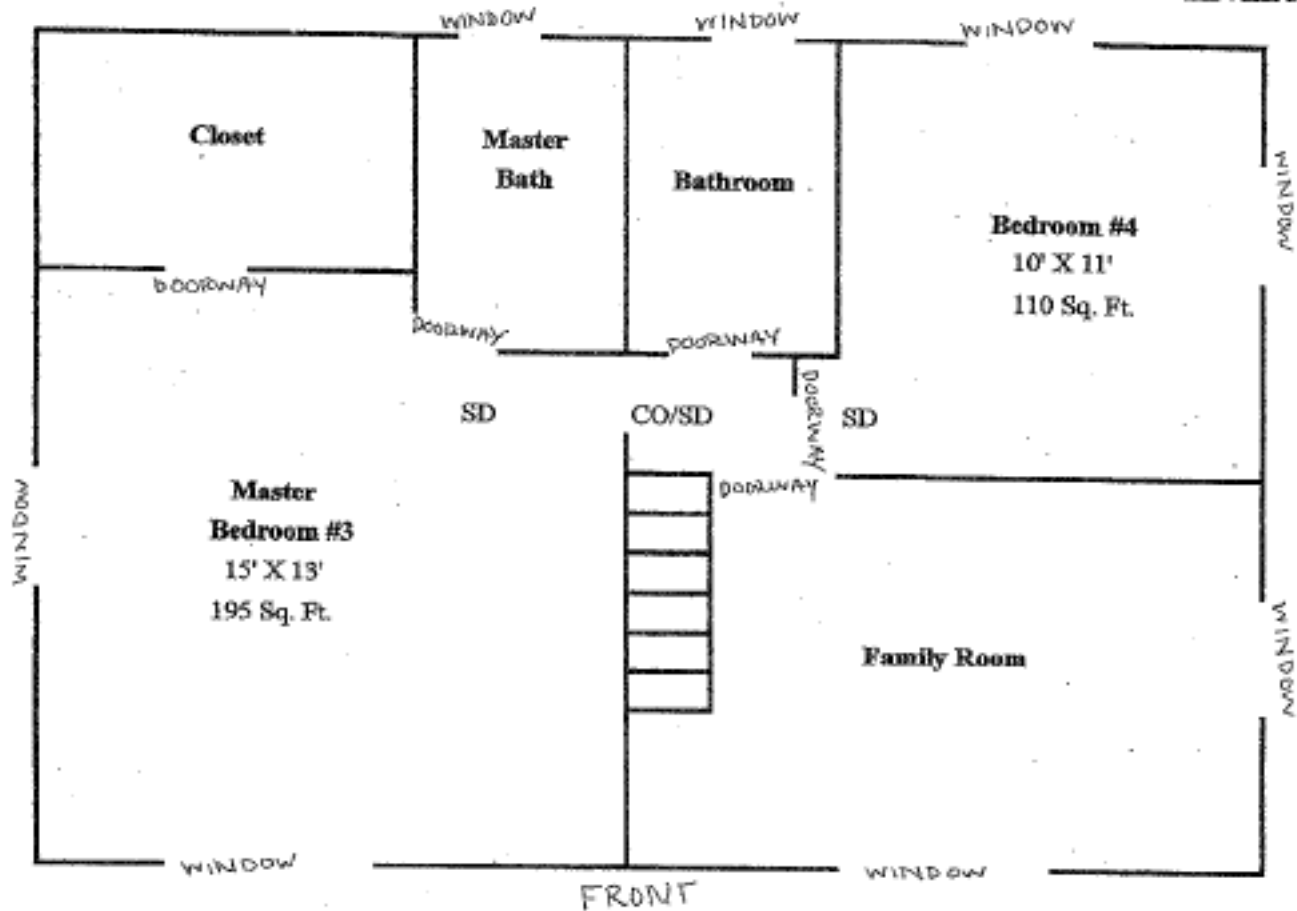
SAMPLE FLOOR PLAN

Owner: John Smith

Address: 100 Main Street, Huntington, NY 11743

REAR

LEVEL 2



****BEDROOM DIMENSIONS AND SQUARE FOOTAGES MUST BE INDICATED****

CO = Carbon Monoxide Detector Locations

SD = Smoke Detector Locations

Property Owner's Email: _____

Scale: 1 Grid Box = _____



**Town of Huntington Department of Public Safety
100 Main Street
Huntington, New York 11743**

CARBON MONOXIDE & SMOKE DETECTOR AFFIDAVIT

State of New York }

Sec. _____ Blk. _____ Lot. _____

ss:

County of Suffolk }

I/we are _____ the Owner(s) of real
property located at _____

The premise described is a one or two family dwelling and is classified as an R3 occupancy by the 2010 *Fire Code of New York State*.

I/we hereby attest and affirm that, in accordance with the provisions of §610 of the 2010 *Fire Code of New York State*, that carbon monoxide detector(s) have been installed, maintained, and are in operable condition within each dwelling unit or sleeping unit located within the above referenced structure where carbon monoxide producing equipment is located.

I/we attest and affirm that, in accordance with the provisions of §704 of the 2010 *Property Maintenance Code of New York State*, that smoke detectors have been installed, maintained, provided with an appropriate power source, and are in operable condition in the following locations:

- 1) On the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms.
- 2) In each room used for sleeping purposes.
- 3) In each story within (all) dwelling unit(s), including basements and cellars, while excluding crawl spaces, and uninhabitable attics.

or

I/we attest and affirm that, in accordance with §R313.1 of the 2010 *Residential Code of New York State*, a residential fire alarm system with central station interconnection has been installed throughout the premise, and is in proper working order.

This affidavit is submitted in accordance with NYS Executive Law §37B, as modified by the current requirements of the 2010 *Fire Code of New York State*.

This affidavit is signed and submitted by the owner(s).

Dated: _____

Signature: _____

Name (print): _____

Sworn before me this ____ day of _____ 20____

****MUST BE SUBMITTED WITHIN 30 DAYS OF INSPECTION****

Notary Public

**FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A MISDEMEANOR
PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE STATE OF NEW YORK**

Carbon Monoxide Detection Requirements: 2010 Fire Code of New York State (One-family dwellings)

610.3.1.1 Buildings constructed on or after January 1, 2008.

610.3.1.1.1 A carbon monoxide alarm shall be provided on each story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

610.3.1.1.2 A carbon monoxide alarm shall be provided on each story that contains a carbon monoxide source.

610.3.1.2 Buildings constructed prior to January 1, 2008. A carbon monoxide alarm shall be provided on the lowest story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

Carbon Monoxide Detection Requirements: (Two-family dwellings, townhouses, condos, co-ops.)

610.3.2.1 Buildings constructed on or after January 1, 2008. Within each dwelling unit:

610.3.2.1.1 A carbon monoxide alarm shall be provided on every story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

610.3.2.1.2 A carbon monoxide alarm shall be provided on every story that contains a carbon monoxide source.

610.3.2.2 Buildings constructed prior to January 1, 2008. Within each dwelling unit, a carbon monoxide alarm shall be provided on the lowest story containing a sleeping area, within 15 feet of the sleeping area. More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.

Smoke Detection Requirements: 2010 Property Maintenance Code of New York State

(1&2 Family dwellings, townhouses, condos, co-ops.)

704.2 Smoke alarms. Single or multiple-station smoke alarms shall be installed and maintained in Groups R-3.... (1&2 Family Dwellings).... regardless of occupant load at all of the following locations:

1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. In each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level, provided that the lower level is less than one full story below the upper level.

704.3 **Power source.** In Group R occupancies (Residential) and in dwellings not regulated as Group R occupancies, single-station smoke alarms shall receive their primary power from the building wiring, provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

Exception: Smoke alarms are permitted to be solely battery operated in buildings where no construction is taking place, buildings that are not served from a commercial power source and in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for building wiring without the removal of interior finishes.

704.4 **Interconnection.** Where more than one smoke alarm is required to be installed within an individual dwelling unit in GroupR-3,(1&2 Family Dwellings) the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit. The alarm shall be clearly audible in all bedrooms over background noise levels with all intervening doors closed. **Exceptions:**

1. Interconnection is not required in buildings which are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes.

2010 Residential Code of New York State

R313.1 Smoke detection and notification. All smoke alarms shall be listed in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72. *Household fire alarm systems installed in accordance with NFPA 72 that include smoke alarms, or a combination of smoke detector and audible notification device installed as required by this section for smoke alarms, shall be permitted.* (If a low voltage central station alarm system is installed single station devices are not required.)